



Board of Directors Regular Meeting  
Tuesday, December 8, 2020 at 1:00 PM  
Valley Sanitary District Board Room  
45-500 Van Buren Street, Indio., CA 92201

***SPECIAL NOTICE – VIA VIDEOCONFERENCE***

Pursuant to the Governor of California Executive Order N-25-20 issued March 4, 2020 and N-25-20 issued March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom.

Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link <https://zoom.us/j/93096374274> Webinar ID 930 9637 4274 or by telephone 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org).

Page

**1. CALL TO ORDER**

1.1. Roll Call

1.2. Pledge of Allegiance

1.3. December Employee Anniversaries

- Jimmy Garcia, Maintenance Tech I - 14 years
- James Mills, Operations Supervisor - 14 years
- Ron Buchwald, Engineering Services Manager - 8 years
- Karen Hopper, Accounting Analyst - 7 years
- Hector Guzman, Development Services Tech II - 6 years

## 2. OATH OF OFFICE

### 2.1. Administer Oath of Office to Appointed Directors - Clerk of the Board

Appointed Directors:






- Debra Canero
- Mike Duran
- Scott Sear
- William Teague

## 3. PUBLIC COMMENT

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

## 4. CONSENT CALENDAR

*Consent calendar items are expected to be routine and noncontroversial, to be acted upon by the Board of Directors at one time, without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.*

- |      |  |         |
|------|--|---------|
| 4.1. | Approve November 24, 2020 Regular Meeting Minutes  | 5 - 8   |
|      | <a href="#">4.1 24 Nov 2020 Meeting Minutes.pdf</a>                   |         |
| 4.2. | Approve Warrants for November 19 to December 3, 2020   | 9       |
|      | <a href="#">4.2 Warrants for Nov 19 to Dec 3, 2020.pdf</a>            |         |
| 4.3. | Approve Schedule of Regular Meeting for Calendar Year 2021   | 10 - 13 |
|      | <a href="#">4.3 Staff Report Meeting Schedule for 2021.pdf</a>      |         |
|      | <a href="#">4.3 Attachment A Regular Meeting Schedule 2021.pdf</a>  |         |
|      | <a href="#">4.3 Attachment B Holiday List 2021.pdf</a>                |         |

## 5. NON-HEARING ITEMS

- 5.1. Election of Board Officers
- 5.2. Appoint Directors and One Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2021

- 5.3. Appoint Directors to Budget & Finance Committee and Operations Committee for Calendar Year 2021
- 5.4. Receive and File Annual Connection Capacity Fee Report 14 - 18  
[5.4 Staff Report Receive and File Annual Connection Capacity Fee Report.pdf](#)   
[5.4 Attachment A Connection Capacity Impact Fees.pdf](#)   
[5.4 Mailed Letters.pdf](#) 
- 5.5. Authorize Design Contract with SGH Architects for New Laboratory Building in an Amount Not to Exceed \$49,610 19 - 27  
[5.5 Staff Report Award of Contract SGH Architects - Lab.pdf](#)   
[5.5 Attachment A Laboratory Proposal\\_SGH\\_201111.pdf](#) 

**6. GENERAL MANAGER'S ITEMS**

*General Manager's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

- 6.1. Monthly General Manager's Report - October 2020 28 - 41  
[6.1 Staff Report GM Report October.pdf](#)   
[6.1 Attachment A Admin Services Report Oct.pdf](#)   
[6.1 Attachment B Operations Report Oct.pdf](#)   
[6.1 Attachment C Collection Services Report Oct.pdf](#)   
[6.1 Attachment D Development Services Report October.pdf](#)   
[6.1 Attachment E Capital Improvement Program Update for October.pdf](#) 

**7. COMMITTEE REPORTS**

- 7.1. Operations Committee - Draft December 1, 2020 Meeting Minutes 42 - 43  
[7.1 Operations Committee Minutes Dec 1, 2020.pdf](#) 

**8. DIRECTOR'S ITEMS**

*Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

**9. INFORMATIONAL ITEMS**

**10. ADJOURNMENT**

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.

**UNOFFICIAL UNTIL APPROVED**

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING**

November 24, 2020

*Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.*

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, November 24, 2020.

**1. CALL TO ORDER**

President Duran called the meeting to order at 1:00 p.m.

**1.1 Roll Call**

Directors Present:

Debra Canero, Dennis Coleman, Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, Mark Wiseman, Robert Hargreaves, Best Best & Krieger

**1.2 Pledge of Allegiance**

**1.3 New Employee Introduction**

- Mark Wiseman, Operator-In-Training

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The Board welcomed the District's newest staff member, Mark Wiseman, Operator-In-Training.

**2. PUBLIC COMMENT**

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

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None.

**3. CONSENT CALENDAR**

3.1 Approve November 10, 2020 Regular Meeting Minutes

3.2 Approve Warrants for November 3 to November 16, 2020

3.3 Accept Monthly Financial Report for Period Ending October 31, 2020

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- 3.4 Accept Grant of Easement and Authorize General Manager to Sign the Certificate of Acceptance and Easement Quitclaim Deed for Golf Center Business Park
- 

**ACTION TAKEN:**

**MOTION:** Director Teague a motion to approve the consent calendar items as presented. Vice President Sear seconded the motion. Motion carried unanimously.

**MINUTE ORDER NO. 2020-3063**

**4. NON-HEARING ITEMS**

- 4.1 Authorize General Manager to Sign the Memorandum of Understanding Regarding the Collaboration on the Coachella Valley Salt and Nutrient Management Plan
- 

After issues arising from the 2013 Salt and Nutrient Management Plan (SNMP) for the Coachella Valley, certain agencies, including VSD dropped out of the process. Earlier this year CVWD, DWA and IWA reached out to all valley agencies to develop a new SNMP stakeholder group. A Valley wide stakeholder group is beneficial as it assures buy-in from all agencies to setting standards that all agencies must meet. The SNMP will set standards on the water quality that is both surface spread and injected into the ground water. This includes recycled water and will affect VSD's reclaimed water project. At this point, eight agencies in the Valley have agreed on a verbal basis to be a part of this stakeholder group and to share the cost in developing this Regional Board required document. As part of signing the CV-SNMP Memorandum of Understanding (MOU), VSD will be paying an equal share of the cost of developing the CV-SNMP. The estimated cost to VSD could be upwards of \$200,000 or more over the course of several years. VSD's legal counsel has reviewed and accepted the MOU.

**ACTION TAKEN:**

**MOTION:** Director Teague made a motion to authorize the General Manager to sign the Coachella Valley Salt and Nutrient Management Plan Memorandum of Understanding on behalf of the District. Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3064**

- 4.2 Discuss Annual Employee Performance Bonus and Provide Direction
- 

It has been a long-standing tradition of the District to award an annual employee performance bonus via gift cards to all employees in December of each year. The purpose of the annual employee performance bonus is to engage employees, increase

## **UNOFFICIAL UNTIL APPROVED**

collaboration, and motivate employees to increase overall productivity. The financial impact of \$6,040 will utilize Board approved operating funds from the FY21 budget.

### **ACTION TAKEN:**

#### **MOTION:**

Director Teague made a motion to approve the annual employee performance bonus. Secretary Canero seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2020-3065**

### 4.3 Discuss Strategic Plan and Provide Direction

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At its March 10, 2020 meeting, the Board adopted the Strategic Plan for 2020. The Plan established the District's mission, vision, and values as well as set long-term goals and short-term objectives. These priorities and goals provided direction for the Fiscal Year 2020/21 budget process. In preparation for the Fiscal Year 2021/22 budget process, staff recommends that the Board review the Plan and provide direction regarding the existing goals and objectives. If there are changes, the Plan should be updated to reflect those changes for the upcoming budget process and to provide direction to staff. After discussion it was the consensus to hold steady and not make any recommendations that this time. This is an informational item, no motion needed.

### **5. GENERAL MANAGER'S ITEMS**

Ms. Marshall informed the board of the updated CalOSHA requirements concerning COVID-19. The District's COVID policy had to be updated and is currently under administrative review. There will be expenditures involved to modify communal workspaces. Ms. Marshall explained that there was no funding put aside for Special Districts so these expenditures will not be able to be submitted for reimbursement. Staff is tracking any funding that may become available.

### **6. COMMITTEE REPORTS**

The Operations Committee meeting is December 1, 2020 at 1:00 p.m.

### **7. DIRECTOR'S ITEMS**

Director Coleman shared with the board that CWEA had highlighted Anna Bell, Laboratory Supervisor, once again as an emergent leader on their Instagram page.

### **8. INFORMATIONAL ITEMS**

The district will be hosting their annual employee holiday luncheon on December 9, 2020 at 11:00 a.m.

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**9. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:39 p.m. The next regular board meeting will be held December 8, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**December 8, 2020**

38794 FedEx	Shipping Charges as of 11/13/2020	\$565.57
38795 Stater Bros. Markets	Stater Bros Gift Cards	\$6,103.75
38796 Blackbaud, Inc.	Account Maintenance 12/07/2020-12/06/2021	\$10,772.53
38797 Alfa Laval Inc.	2 Ball Valves	\$1,885.55
38798 Alliance Protection	Alarm Monitoring Services 12/1/2020-2/28/2021	\$366.00
38799 Calif. Water Environment Assn.	EC Inspector Grade 1	\$91.00
38799 Calif. Water Environment Assn.	CWEA Membership Renewal	\$192.00
38800 Caltest Analytical Laboratory	Monthly Samples for November 2020	\$453.50
38801 Carollo Engineering, Inc	Professional Services for October 2020	\$26,684.50
38802 Charles P. Crowley Company, Inc.	Pulsafeeder Pump Parts	\$2,449.44
38803 Cintas Corp	Replenish First Aid Supplies	\$446.55
38803 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/12/2020	\$730.89
38803 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/05/2020	\$655.81
38803 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/19/2020	\$683.94
38803 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/27/2020	\$610.83
38804 Denali Water Solutions	Boisolds Hauling for October 2020	\$6,627.76
38805 Desert Hose & Supply	Assorted Flange Gaskets	\$1,272.03
38806 DLT Solutions, LLC	AutoCad Renewal Jan/2021-Jan/2022	\$638.01
38807 E.S. Babcock & Sons, Inc.	Biosolids Class B Testing	\$361.00
38808 Facilities Protection Systems	Replace Controller and H/S	\$4,488.00
38809 Ferguson Enterprises #1350	Lab Faucets	\$60.81
38810 Harris & Associates	Professional Services for PADM Coll Sys sept-oct 2020	\$15,211.50
38811 Interstate All Battery Center	Replacement Batteries	\$668.71
38812 McMaster-Carr Supply Co.	V-Belt Tension Gauge	\$81.09
38812 McMaster-Carr Supply Co.	Shop Stock	\$153.29
38813 MidAmerica	3Q20 Admin/Platform Fee	\$120.00
38814 Praxair Distribution, Inc.	Tank Rental	\$129.95
38814 Praxair Distribution, Inc.	Argon, Stargold, Acetylene, Pliers	\$385.90
38815 Quinn Company	Load Bank Test PM 5 C18 PKGG	\$2,200.00
38815 Quinn Company	Load Bank Test PM 5 Caterpillar 150KW SN 0N6D00300	\$1,500.00
38815 Quinn Company	Preventative Maint 2 Caterpillar SN 0BCW00592	\$1,908.09
38815 Quinn Company	Preventative Maint 5 Caterpillar C18 PKGG	\$1,717.24
38815 Quinn Company	Preventative Maint 2 Caterpillar SN 0N6D00300	\$1,274.80
38815 Quinn Company	Load Bank Test PM 5 Caterpillar SN0BCW00592	\$2,320.00
38815 Quinn Company	Coolant, Hoses, Gaskets, Clamps, Belts	\$1,509.97
38815 Quinn Company	Coolant, Cat Parts	\$59.58
38816 SGH Architects Inc	Architectural & Eng Services for October 2020	\$25,035.00
38817 Southern California Boiler, Inc.	November 2020 Boiler Maintenance	\$1,004.99
38818 Spencer Turbine Company	Plant Boiler Parts	\$8,332.74
38819 Staples Advantage	Staples Orders for November 2020	\$1,162.94
38820 Tino Tijerina	Safety Boot Reimbursement	\$125.05
38821 United Way of the Desert	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$25.00
38821 United Way of the Desert	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$25.00
38822 Univar Solutions	Sodium Hypochlorite Delivery for 11/19/2020	\$7,176.62
38823 UPS	Shipping Charges as of 11/14/2020	\$131.83
38823 UPS	Shipping as of 11/21/2020	\$149.73
38824 USA Blue Book	Pressure Transmitter, Controller, & Compressor	\$1,266.47
38825 Walters Wholesale Electric	Parts for Ammonia Sensor Transmitter	\$1,633.32
38825 Walters Wholesale Electric	1/2" PVC KO Hubs	\$610.27
38826 YSI Inc	Ring Insert, HC	\$6,451.92
38827 Yellow Mart	Boot Purchase	\$212.05
202011301 Domino Solar LTD	Electricity for October 2020	\$7,274.34
202011302 Imperial Irrigation District	Electricity for October 2020	\$402.30
202011303 Imperial Irrigation District	Electricity for October 2020	\$39,383.06
202012011 Standard Insurance Company	Life and Disability Insurance for December 2020	\$1,350.12
202012012 Verizon Wireless	Cell Service for November 2020	\$869.65
202012021 Colonial Life	PR 10/16/2020 - 10/29/202 PD 11/06/2020	\$348.67
202012021 Colonial Life	PR 10/30/2020 - 11/12/2020 PD 11/20/2020	\$348.67
202012022 Standard Insurance Company	Dental and Vision Insurance for December 2020	\$2,710.86
202012023 CalPERS Health	Health Insurance for December 2020	\$33,165.25
202012041 Paychex - Direct Deposit	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$73,392.29
202012042 Paychex - Fee	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$169.27
202012043 Paychex - Garnishment	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$210.46
202012044 Paychex - Tax	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$31,667.87
202012045 Vantage Point Transfer Agents - ICMA	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$1,495.00
202012046 MassMutual	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$10.00
202012047 Nationwide Retirement Solution	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$1,535.00
202012048 CalPERS 457	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$1,000.00
202012049 CalPERS Retirement	PR 11/13/2020 - 11/26/2020 PD 12/04/2020	\$18,946.64
		\$363,001.97



**Valley Sanitary District  
Board of Directors Meeting  
December 8, 2020**

**TO:** Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**SUBJECT:** **Review and Approve Schedule of Regular Meetings for 2021**

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is for the Board to approve the schedule of regular meetings for 2020 and District observed holidays.

**Fiscal Impact**

The cost of the regular meetings is included in the adopted Budget for FY 2020/21 and will be included in the proposed Budget for FY 2021/22.

**Background**

The schedule for 2021 includes all regular board and committee meetings.

**Recommendation**

Staff recommends that the Board of Directors approve the Schedule of Regular Meetings for calendar year 2021.

**Attachments**

- Attachment A: Schedule of Regular Meetings 2021
- Attachment B: District Observed Holidays 2021



VSD

**REGULAR MEETING SCHEDULE  
2021**

<b><u>Day</u></b>	<b><u>Meeting Date</u></b>	<b><u>Meeting Time</u></b>	<b><u>Meeting Type</u></b>
Tuesday	January 5	1:00 p.m.	Budget & Finance
Tuesday	January 12	1:00 p.m.	Board of Directors
Tuesday	January 26	1:00 p.m.	Board of Directors
Tuesday	February 2	1:00 p.m.	Operations Committee
Tuesday	February 9	1:00 p.m.	Board of Directors
Tuesday	February 23	1:00 p.m.	Board of Directors
Tuesday	March 2	1:00 p.m.	Budget & Finance
Tuesday	March 9	1:00 p.m.	Board of Directors
Tuesday	March 23	1:00 p.m.	Board of Directors
Tuesday	April 6	1:00 p.m.	Operations Committee
Tuesday	April 13	1:00 p.m.	Board of Directors
Tuesday	April 27	1:00 p.m.	Board of Directors
Tuesday	May 4	1:00 p.m.	Budget & Finance
Tuesday	May 11	1:00 p.m.	Board of Directors
Tuesday	May 25	1:00 p.m.	Board of Directors
Tuesday	June 1	1:00 p.m.	Operations Committee
Tuesday	June 8	1:00 p.m.	Board of Directors
Tuesday	June 22	1:00 p.m.	Board of Directors
Tuesday	July 6	1:00 p.m.	Budget & Finance
Tuesday	July 13	1:00 p.m.	Board of Directors
Tuesday	July 27	1:00 p.m.	Board of Directors
Tuesday	August 3	1:00 p.m.	Operations Committee
Tuesday	August 10	1:00 p.m.	Board of Directors
Tuesday	August 24	1:00 p.m.	Board of Directors
Tuesday	September 7	1:00 p.m.	Budget & Finance
Tuesday	September 14	1:00 p.m.	Board of Directors
Tuesday	September 28	1:00 p.m.	Board of Directors

Tuesday	October 5	1:00 p.m.	Operations Committee
Tuesday	October 12	1:00 p.m.	Board of Directors
Tuesday	October 26	1:00 p.m.	Board of Directors
Tuesday	November 2	1:00 p.m.	Budget & Finance
Tuesday	November 9	1:00 p.m.	Board of Directors
Tuesday	November 23	1:00 p.m.	Board of Directors
Tuesday	December 7	1:00 p.m.	Operations Committee
Tuesday	December 14	1:00 p.m.	Board of Directors
Tuesday	December 28	1:00 p.m.	Board of Directors



**VSD**  
**HOLIDAY LIST 2021**

**JANUARY**

Friday	January 1, 2021	New Year's Day
Monday	January 18, 2021	Martin Luther King Jr. Day

**FEBRUARY**

Monday	February 15, 2021	Presidents' Day
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**MAY**

Monday	May 31, 2021	Memorial Day
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**JULY**

Monday	July 5, 2021	Independence Day (observed)
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**SEPTEMBER**

Monday	September 6, 2021	Labor Day
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**NOVEMBER**

Thursday	November 11, 2021	Veterans Day
Thursday	November 25, 2021	Thanksgiving Day
Friday	November 26, 2021	Native American Heritage Day

**DECEMBER**

Friday	December 24, 2021	Christmas Eve
Monday	December 27, 2021	Christmas Day (observed)
Friday	December 31, 2021	New Year's Eve



**Valley Sanitary District  
Board of Directors Meeting  
December 8, 2020**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Jeanette Juarez, Business Services Manager  
**SUBJECT:** **Receive and File Annual Connection Capacity Fee Report**

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is for the Board of Directors to review and discuss the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees shall be made available to the public. The basic accounting and reporting responsibilities under the Government Code require the following:

1. A description of the fees deposited in the fund;
2. The beginning and ending balance of the fund and any interest earned from investment of moneys in the fund;
3. The amount of fees collected in the fiscal year;
4. The public improvements on which fees were expended;
5. The percentage of the total cost of the public improvements that were funded by these fees;
6. The completed public improvements on which fees were expended;
7. Each public improvement that is anticipated to be undertaken in the current fiscal year.

The annual report showing actual values for the 2019/20 fiscal year and estimated values for the 2020/21 fiscal year is enclosed for your information. Pursuant to Government Code Section 66013, this report is for review purposes only.

**Recommendation**

Staff recommends that the Board of Directors receive and file the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

**Attachments**

Attachment A: Fiscal Year 2019/20 Connection Capacity Fee Report

Attachment B: Copy of letter mailed to Desert Valley Builders Association

**CPA adjusted beginning balance July 1, 2019** **\$ 5,437,643**

**Fund 13 - Income**

Connection capacity fees collected July 1, 2019 to June 30, 2020	832,348	
Capital Budget Carryover	-4,673	
Interest earned on connection capacity fees	155,412	
Income for 2019/20		<b>983,087</b>

**Fund 13 - Expenditures**

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	% of Project Completed in 2018/19	2018/19 Expenditures
No expenditures for 2019/20					-
<b>Ending balance June 30, 2020</b>					<b>\$ 6,420,730</b>

**Fund 13 - Projected Income & Expenditures for July 1, 2020-June 30, 2021**

**Beginning balance July 1, 2020** **\$ 6,420,730**

**Fund 13 - Projected income**

Connection capacity fees July 1, 2020 to June 30, 2021	748,000	
Interest earned on connection capacity fees	100,000	
Projected income for 2020/2021		<b>848,000</b>

**Fund 13 - Projected expenditures for 2020/21**

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	Anticipated % of Project Completed in 2020/2021	Anticipated 2020/21 Expenditures
<sup>1</sup> Phase 2B/2C Plant Expansion Design	5,749,692	40%	2,299,877	7%	150,000
<sup>2</sup> New Training & Office Library Building - Design	100,000	100%	100,000	75%	75,000
<sup>3</sup> Additional Parking & Landscaping	250,000	100%	250,000	100%	250,000
Less projected expenditures for 2020/21					<b>(475,000)</b>
<b>Projected ending balance June 30, 2021</b>					<b>\$ 6,793,730</b>

<sup>1</sup> Cost allocation of 40% for Phase 2B plant expansion is based on replacing an aging and capacity restricting Grit Chamber, and to provide redundancy by adding a second digester, expanding the bar screens, adding two (2) biofilters, a sludge holding tank and a sludge thickener building. Phase 2B will be prior to, but sequential with, Phase 2C plant expansion.

<sup>2</sup> Cost allocation of 100% is based on adding a new Training & Office Library building on VSD property to facilitate on-site training and secure records retention library. This project is a carry-over from FY 2019/2020.





Directors:

**Mike Duran, *President***  
**Scott Sear, *Vice President***  
**Debra Canero, *Secretary***  
**Dennis Coleman, *Director***  
**William Teague, *Director***

General Manager:

**Beverli A. Marshall**

November 19, 2020

Gretchen Gutierrez  
Desert Valley Builders Association  
75100 Mediterranean  
Palm Desert, CA 92211

Dear Ms. Gutierrez

In Accordance with Government code 66013 the enclosed draft report will be on the Board Agenda for the Board Meeting to be held on December 10, 2020. We would appreciate your review and comments prior to the meeting.

Please let us know if you require any additional information.

Respectfully,

A handwritten signature in blue ink that reads "Jeanette Juarez". The signature is written in a cursive style.

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Jeanette Juarez  
Business Services Manager

Encl: Draft Annual Connection Capacity Fee Report



Directors:

Mike Duran, *President*  
Scott Sear, *Vice President*  
Debra Canero, *Secretary*  
Dennis Coleman, *Director*  
William Teague, *Director*  
General Manager:  
Beverli A. Marshall

November 18, 2020

Erika Harnik  
Building Industry Association  
70225 Highway 111, Suite D  
Rancho Mirage, CA 92270

Dear Ms. Harnik,

In Accordance with Government code 66013 the enclosed draft report will be on the Board Agenda for the Board Meeting to be held on December 10, 2020. We would appreciate your review and comments prior to the meeting.

Please let us know if you require any additional information.

Respectfully,

A handwritten signature in blue ink that reads "Jeanette Juarez". The signature is written in a cursive, flowing style.

Jeanette Juarez  
Business Services Manager

Encl: Draft Annual Connection Capacity Fee Report



**Valley Sanitary District  
Board of Directors Meeting  
December 8, 2020**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Ronald Buchwald, District Engineer  
**SUBJECT:** **Authorize a Contract with SGH Architects for Initial Design of New Laboratory Building and Authorize General Manager to Execute Contract**

<input checked="" type="checkbox"/> Board Action	<input checked="" type="checkbox"/> New expenditure request	<input checked="" type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is for the Board of Directors to review and discuss the proposal from SGH Architects.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 3: Excellent Facilities.

**Fiscal Impact**

This is not included in the FY 2020/21 Budget. Staff is requesting that this item be added to the mid-year budget review and update. The total cost of the proposal for the initial two phases is \$49,610.

**Background**

Early in 2020, staff solicited proposals from various architects to prepare an initial design and cost estimate for a new office and training building. The Request for Qualifications (RFQ) that lead to the selection of SGH Architects, stated that the new building should have space for a laboratory, if possible. During the initial design, it was determined that having a laboratory included in the training building would limit the size of both the training room and the laboratory. The laboratory was then removed from the new office and training building plans.

VSD’s existing laboratory, although built in 2012, was not built to current laboratory standards. Some may recall that the subcontractor responsible for constructing the building additions and remodeling the Administration building during the previous

treatment plant upgrade, did not live up to their contractual obligations and schedule, and were penalized through liquidated damages for their failure.

The current lab fails to keep sand dust from entering the building, fails to keep the humidity below the maximum allowed for a licensed lab, has difficulty keeping temperature settings during the summer, has incorrect material used for the flooring, has commercial style sinks and counter tops not meant for lab use (sinks not deep enough and counter tops not designed for chemicals), and the layout of the room is designed for an industrial or commercial kitchen. It would be more costly to try to fix the current lab than to build a new one to laboratory specifications and standards. After construction the new lab, the old space will be converted to useful office space and storage.

SGH proposed \$49,610 for the initial design (Phase 1), which will provide a schematic of the building, site layout, and a probable construction cost. This will allow staff to refine the construction cost for future CIP budget projections.

### **Recommendation**

Staff recommends that the Board of Directors award a contract to SGH Architects for the initial design of a new laboratory building and authorize the General Manager to execute a contract not to exceed \$49,610.

### **Attachments**

Attachment A: SGH Architect's proposal dated November 11, 2020

November 11, 2020

Mr. Ron Buchwald, PE  
Valley Sanitary District  
45-500 Van Buren Street  
Indio, CA 92201

Re: Proposal for Architectural and Engineering Services  
Laboratory Building for Valley Sanitary District, Indio, California

Dear Ron:

We are pleased to present to you the following proposal for professional services for the Valley Sanitary District's new Laboratory Building.

### 1.0 PROJECT DESCRIPTION

The Project is the design of a replacement Laboratory Building at the Valley Sanitary District site in Indio, California. The proposed building is one story of approximately 2,000 ft<sup>2</sup> and consists of a structural system and exterior materials that are yet to be determined.

The Laboratory Building will contain lab space, single-occupant toilet room, office space, storage, and other support spaces for a fully functional laboratory for the District.

The Project will be delivered in a traditional Design/Bid/Build method with a potential Construction Manager representing the District.

1.1 It is estimated that the construction budget is approximately \$1.8M.

1.2 It is our understanding the following services will be provided:

- Program Development (PD)
- Sustainability Planning/Goals
- Site Planning
- Architectural Design:
  - Schematic Design (SD)
  - Design Development (DD)
  - Construction Documents (CD)
  - Specifications (including lab furnishings and equipment)
- Permitting/Agency Approvals (City of Indio Building & Safety)
- Bidding Assistance
- Enhanced "Owner's Agent" Construction Administration (CA) Services
- Close-out and Record Drawings

1.3 SGH Architects proposed consultant team is as follows:

- Laboratory Consultant - RFD
- Structural Engineering – KNA Structural Engineers
- Mechanical and Electrical Engineering – DCGA
- Civil Engineering – Encompass
- Cost Estimating – HL Construction Management
- Site Survey – On-Point Surveying

1.4 It is understood that the project will be subject to building department plan check by the City of Indio.

1.5 SGH Architects will provide a statement of probable construction cost at completion of Program Development (PD), at completion of the 100% Schematic Design (SD) phase documents, at completion of 100% Design Development (DD) phase documents, and at 90% completion of Construction Documents (CD).

## 2.0 SCOPE OF SERVICES

### 2.1 Program Development (PD)

2.1.1 Verify assignable and gross square-footage space requirements.

2.1.2 Identify and verify site location.

2.1.3 Determine optimum internal adjacencies and space utilization.

2.1.4 Identify laboratory, mechanical, plumbing, and electrical requirements necessary to achieve a functional facility. Perform code analysis against the identified requirements and validate.

2.1.5 Identify any special program or building requirements such as ceiling heights, utilities, temperature controls, acoustics, lighting, and air exchanges.

2.1.6 Provide and coordinate the services of a site topographical survey and incorporate it into the design process.

2.1.7 Prepare a statement of probable construction cost at the conclusion of programming.

2.1.8 Includes one (1) virtual work session with the District and Consultant Team.

### 2.2 Sustainability Goals

2.2.1 Coordinate sustainability goals with Valley Sanitary District or contracted consultants.

### 2.3 Schematic Design (SD)

Utilizing the approved program produced from the comments received from Valley Sanitary District and the project stakeholders during the program development phase, we will develop the design of this project. Our services during this phase include the following:

2.3.1 Coordinate the functional and circulation aspects of the floor plan.

2.3.2 Prepare a schematic site plan, floor plan, equipment plan, and exterior elevations for review and approval.

2.3.3 Coordinate a preliminary site plan with the Civil Engineer.

2.3.4 Update the statement of probable construction cost at completion of the Schematic Design phase.

2.3.5 Coordinate requirements of project with Valley Sanitary District or contracted consultants as required.

- 2.3.6 Submit SD documents to Valley Sanitary District for review and approval.
- 2.3.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.4 Design Development (DD)  
With the intention of further refining the Schematic Design to incorporate the various building systems, details and design requirements as provided, our services during this phase will include the following:
  - 2.4.1 Establish the final design for all systems.
  - 2.4.2 Coordinate consultant team to establish the final design for the following systems:
    - 2.4.2.1 Final design for laboratory, structural, mechanical, electrical, and plumbing systems.
    - 2.4.2.2 Final civil engineering requirements.
    - 2.4.2.3 Coordinate the final design of the site improvements.
  - 2.4.3 Upon Valley Sanitary District approval, review the Design Development drawings with the various agencies having jurisdiction and make modifications as required.
  - 2.4.4 Update the statement of probable construction cost at completion of the Design Development phase.
  - 2.4.5 Assist in the coordination of the project with Valley Sanitary District consultants as required.
  - 2.4.6 Develop an Outline Specification for Valley Sanitary District review and approval.
  - 2.4.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.5 Construction Documents (CD)  
With the intention of developing documents for the bidding and construction of the project, our services will include the following:
  - 2.5.1 Prepare final architectural drawings, specifications, and bidding documents. We will coordinate with Valley Sanitary District as required to incorporate applicable standards into contract documents.
  - 2.5.2 Coordinate with any Valley Sanitary District or contracted consultant/professionals for incorporating their respective work, as required, into the set for plan check, bidding, and construction.
  - 2.5.3 Coordinate final CD comments from Valley Sanitary District with drawings, specifications, and bidding documents.
  - 2.5.4 Update the statement of probable construction cost at 90% completion of the construction document phase and at completion of the Construction Document phase.
  - 2.5.5 Prepare Final Specifications for Valley Sanitary District review and approval.

## 2.6 Permitting

With the intention of Valley Sanitary District obtaining plan check approvals and a building permit, our services during this phase will include the following:

- 2.6.1 Provide technical assistance in obtaining approvals from public agencies having jurisdiction over the project, including City of Indio Building & Safety Department.
- 2.6.2 Assist District with filing permit extensions to the extent permitted by the agencies having jurisdiction.

## 2.7 Bidding Assistance

With the intention of assisting the District with issuing a contract for construction with the General Contractor(s), our services will include:

- 2.7.1 Provide technical assistance in bidding the various elements of the construction contract, inclusive of pre-bid RFI's and issuance of supplemental clarifications as required.
- 2.7.2 Provide technical assistance for the bid walk for the perspective bidders.

## 2.8 Enhanced "Owners Agent" Construction Administration (CA)

With the intention of administering the construction process, our services during this phase will include the following:

- 2.8.1 At a pre-construction meeting SGH Architects will establish the methods for administering the construction process with the General Contractor and Valley Sanitary District.
- 2.8.2 Provide on-site observation visits up to one (1) day a week (24 visits max.) by a representative of the Architect with the intention of assisting Valley Sanitary District, General Contractor, and Construction Manager; assistance in determining the General Contractor's compliance with the contract documents.
- 2.8.3 Provide the Construction Manager and General Contractor(s) with technical assistance in reviewing shop drawings, submittals, and issuance of timely supplemental clarifications.
- 2.8.4 Issue clarifications and responses to Requests for Information (RFI) as required for the progress of the project.
- 2.8.5 Review applications for payment by the General Contractor.
- 2.8.6 Upon completion of the project, develop, with the General Contractor, a final punch list of all items to be completed.
- 2.8.7 Assist Valley Sanitary District and Construction manager with the filing of the Certificate of Substantial Completion and other close out requirements of the City of Indio.

## 3.0 ASSUMPTIONS

- 3.1 Valley Sanitary District will prepare Legal and Plats, where required for dedication of off-site road right of way or any other easement, if needed.
- 3.2 SGH Architects is not responsible for the accuracy of the contents and deliverables of any existing site survey prepared by Valley Sanitary District consultant.



- 3.3 Valley Sanitary District will provide all assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state and federal guidelines.
- 3.4 The architect and consultants will have access to the site and the existing facilities.
- 3.5 Adequate utilities are available to the proposed building to provide service for this project. If such services do not exist, SGH Architects will coordinate demand needs with utility agencies as an additional service.
- 3.6 A Title Report will be available for our use, if necessary.
- 3.7 Valley Sanitary District will provide Division 0 of the specifications. SGH Architects will review and make recommendations for modifications. Valley Sanitary District will prepare the following:
- Notice Inviting Bid
  - Instructions to Bidders
  - Contractor's Proposal
  - Agreement Form
  - Payment and Performance Bonds
  - Contractor's Certificate Regarding Worker's Compensation
  - General Conditions
  - Special COVID requirements
- 3.8 Valley Sanitary District is responsible for the bid advertising and opening. SGH Architects will assist the District and/or Construction Manager in the bidding, answer bid questions and attend the bid opening.
- 3.9 Valley Sanitary District will provide a flow test report at the nearest fire hydrant to assist the civil engineer in completing the fire flow calculations.
- 3.10 The project delivery method is assumed to be Design/Bid/Build at this time.
- 3.11 Construction Administration Fee assumes a six (6) month construction duration. Should the time duration for construction be extended, we will notify Valley Sanitary District for additional time approval prior to exceeding the amount identified for construction administration.
- 3.12 This proposal relies on the District's EH&S or a life safety consultant to collect, process and translate chemical and hazardous materials inventories into building and fire code categories and submit reports including a Hazardous Materials Inventory Statement and Hazardous Materials Management Plan, as may be required.
- 4.0 EXCLUDED SERVICES**
- 4.1 All bonds, utility charges, public agency fees, and title company fees.
- 4.2 Furniture Selection services outside of laboratory fixtures and equipment.
- 4.3 Traffic analysis design, signalization of any intersection or street lighting design.
- 4.4 Utility relocation or utility upgrade services. The utility location is unknown until field verified by Valley Sanitary District.
- 4.5 Fire Sprinkler System design. The MEP Engineer will provide performance specifications and will review the shop drawing submittal.

- 4.6 CCTV/Security or IT design services, including head-in equipment or infrastructure backbone cabling.
- 4.7 Presentation quality models.
- 4.8 Preparation of any California Environmental Quality Act (CEQA) documentation.
- 4.9 Landscape Architecture services.
- 4.10 Inventory of any hazardous materials or chemicals.

**5.0 PROPOSED FEE**

5.1 SGH Architects will provide the services described under the Scope of Work outlined above for a fixed fee of **Two Hundred Twenty-Five Thousand Five-Hundred Dollars (\$225,500)**, excluding reimbursable expenses as defined in Exhibit "A". Refer to Exhibit "C" for fee breakdown by specific phase.

5.2 Fee breakdown by Discipline

Basic Services:	Architectural	\$ 65,200
	Structural Engineering	\$ 23,000
	MEP Engineering	\$ 36,800
	Civil Engineering	\$ 8,600
	Cost Estimating	\$ 7,500
Enhanced Services:	Laboratory Design	\$ 78,000
	Site Survey	<u>\$ 6,400</u>
Total Fee:		\$225,500

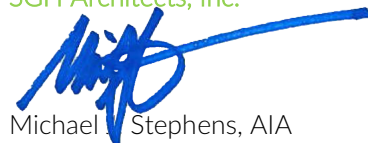
5.3 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from Valley Sanitary District for Additional Services. Our hourly rates are defined in Exhibit "B".

**6.0 SCHEDULE**

6.1 Project schedule will be as mutually agreed.

We trust the above proposal meets with your approval. We at SGH Architects look forward to working with you and the Valley Sanitary District Team on this project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,  
SGH Architects, Inc.



Michael Stephens, AIA  
Principal | Partner

Attachments: Exhibit "A" Reimbursable Expenses  
Exhibit "B" Hourly Billing Rates  
Exhibit "C" Fee Breakdown by Phase

cc: D. Higginson, S. Griffith, File - SGH Architects

**EXHIBIT "A"**

**1.0 REIMBURSABLE EXPENSES**

- 1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by Valley Sanitary District are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by you for the following:
- Reproduction of plans, specifications, and other related materials for review by Valley Sanitary District and submittals to public agencies.
  - Reproduction of the bid documents for general bidding purposes.
  - Reproduction of the construction document sets for the implementation of the construction.
- 1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:
- Reproduction of plans, specifications, and other materials for internal review by A/E team.
  - Travel expenses inside & outside of Riverside or San Bernardino County
  - Postage, telephone calls & facsimile transmissions
  - Delivery charges for printed documents and express/overnight mailings
- 1.3 Reimbursable Expenses, which are not included within our fee and subject to a 15% markup, may include the following:
- Permit filing fees
  - Unique presentation of printed material specifically requested by Valley Sanitary District or another public agency.

**EXHIBIT "B"**

**1.0 2020 HOURLY BILLING RATES**

- 1.1 For any additional services that may be authorized by Valley Sanitary District, our 2020 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$225.00
▪ Senior Professional	\$165.00
▪ Professional	\$145.00
▪ Construction Administration Support	\$135.00
▪ Professional Support/Senior Technical	\$125.00
▪ Technical	\$ 90.00
▪ Administrative/Clerical	\$ 75.00

**EXHIBIT "C"**

**1.0 FEE BREAKDOWN BY PHASE**

7%	Program Development/Field Survey	\$ 15,785
15%	Schematic Design	\$ 33,825
25%	Design Development	\$ 56,375
30%	Construction Documents/Permitting	\$ 67,650
3%	Bidding Assistance	\$ 6,765
20%	Construction Administration	\$ 45,100
	<b>Total Project Fee</b>	<b>\$ 225,500</b>



**Valley Sanitary District  
Board of Directors Meeting  
December 8, 2020**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**SUBJECT:** **Monthly General Managers Report – October 2020**

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is to keep the Board and public informed on VSD’s day-to-day operations.

**Strategic Plan Compliance**

The recommendation complies with the VSD Strategic Plan Goal 6: Improve Planning, Administration, and Governance.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

The following data represents the activities and metrics for the month of October 2020.

*Administrative Services*

- District office will be closed on December 24 & 25, 2020 for Christmas Eve and Christmas.
- Commence Request for Proposal (RFP) evaluation for Audit Services.
- Continuing to work with Caselle to upgrade permitting and accounting software.

*Operations & Maintenance*

- S&N aerator in Pond 2 started to break apart from the pontoon. Staff removed the aerator before complete breakaway and replaced it with a spare S&N aerator.
- Staff sampled for the quarterly Bioassay and are awaiting results.
- The south belt press is down. The lower belt vertical seals had worn and caused the belt to wrinkle and eventually tear. Parts have been ordered and all biosolids will be processed on the north belt press until repairs are complete.
- The Twenty-Nine Palms Band of Mission Indians contacted the District in regards to the removal of asbestos rings around irrigation valves located on tribal property. The rings are tentatively scheduled for removal in December.

- Generators 3 and 4 have been serviced and successfully load tested at full capacity. Generator 2 has been serviced but did not pass the load test at 90% capacity. Quinn-Cat will be making repairs to the generator cooling system and then re-attempt the load test after repairs are made.
- A hole was discovered on the original air piping located under the diamond plate decking between basins 3 & 4. A temporary shutdown of the aeration system was required to repair the hole.
- Black Dog, Inc. performed grit testing at the headworks to collect data for the new grit removal system.
- Staff replaced the mechanical seal on one of the anaerobic digesters mixing pumps.
- Staff rebuilt the conveyor belt adjustment mechanism at the headworks.
- National Coatings made epoxy coating repairs to secondary clarifier #3.

#### *Development Services*

- DR Horton is in the process of developing 126 homes in lot 300 of the Monte Vina subdivision after it sat idle for more than 12 years. Construction has begun on the models and Phase 1.
- TKB Deli & Bakery has started construction on a new building at a new location on the southeast corner of Golf Center Parkway and Avenue 45, Across the intersection from their existing location.
- Quick Quack Carwash has begun construction on a new car wash location near the corner of Monroe St. and Ave. 42 in the Walmart shopping center.

#### *Collection Services*

- No-Spill report for November 2020 will be submitted to the California Integrated Water Quality System, as required by the Waste Discharge Requirements Monitoring and Reporting Program. The report is due on or before December 31, 2020.
- Pump#2 from Carver Lift Station that was sent in for repairs, was returned and has been installed.
- The Field Vactor Crew is currently working in the area of Madison and Avenue 46.
- CCTV pipe assessment inspections are currently being conducted in the area of Calhoun and Dr. Carreon

#### *Capital Improvement Program*

- The Preliminary Design Report for the replacement of the sewer siphon at Westward Ho Drive is complete. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. The design is in progress. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. 50% of design plans and an updated project cost schedule have been submitted by Carollo. Staff reviewed the plans and sent comments back to Carollo for revision. The complete design plans and specifications are scheduled to be ready by January 2021.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Harris has put together bid

documents for the CCTV inspection of sewer mains that need special requirements or technology which have been approved by VSD and the City of Indio. This project was put out to bid and advertised to potential bidders on November 23rd, 2020 and sealed bids will be opened on January 14th, 2021. The first rehabilitation project was put out to bid and advertised to potential bidders on August 3, 2020, and the bid was closed on September 10, 2020, with 5 companies submitting bids. The lowest responsible bidder was Insituform with a bid of \$240,483. A preconstruction meeting has been scheduled with Insituform on December 3rd, 2020. Harris is also developing plans for the first sewer construction project near Salton Street. This is being done to replace deficient sewer mains in the allies and alleviate service from businesses and residences with old laterals between Sage and Flower Street. Preliminary plans are expected by end of December 2020.

- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building. Staff had a second meeting with the architect to discuss ideas for a functional and adequate building. Staff has selected a new location for the building that will allow the single-story building with minimal demolition. Staff comments and revisions based on the single-story design have been submitted to the architect who is currently preparing a revised floor plan, conceptual cost estimate, and new proposal for the construction of a new laboratory building.
- VSD is currently working with Stantec, who is acting as an Owner's Representative, on the repair and rehabilitation of the Influent Pump Station. Stantec and staff have received five (5) Statement of Qualifications as part of the Request for Qualification (RFQ) solicitation. Staff and Stantec shortlisted three (3) of the firms to move on to the next step of submitting a proposal for the work to be completed. The Request for Proposal (RFP) was released on August 28, 2020 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team and a preconstruction meeting has been scheduled for December 4th, 2020.
- VSD has received one bid for a landscape contractor to install gravel and rock material along the existing fence line alongside Cabazon Road to prevent washout during heavy rain events. The project was awarded to Desert Concepts who have completed the first phase of the project. The Board has approved the first project change order which extends the work to the north of the original project site up to the corner of the Bird Rescue Center gate. The contractor has signed the change order and is going to begin work on the second phase of the project on December 1st, 2020.
- Staff is working on implementing an asset management system for the treatment plant using Lucy web software. VSD is currently working on building out the Lucy Web system with the help of a Lucy implementor. The latest session of virtual training from the implementor was completed on August 25, 2020. The next session will be scheduled once the Operations and Maintenance staff has had a chance to practice using the system. Staff has finished the installation of Lucy Mobile and is pursuing the implementation of plant-wide WiFi which will allow access to the asset management system from a mobile device anywhere in the plant facility.

**Recommendation**

Staff recommends that the Board receive the Manager's Report for activities during the month of October.

**Attachments**

Attachment A: Administrative Services Report for October

Attachment B: Monthly NPDES Report for October

Attachment C: Collection Services Report for October

Attachment D: Development Services Report for October

Attachment E: Capital Improvement Program Update for October

## Administrative Services - Task Summary 2020

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	1	-	-	-	-	-	-	-	-	-			1
Board meeting	2	2	2	2	2	2	2	2	3	2			21
Budget/Finance Committee meeting	-	-	-	-	-	-	-	-	1	-			1
Employee anniversaries	-	3	2	-	3	4	4	3	2	2			23
Employee promotions	1	1	-	-	1	1	2	1	1	1			9
Facebook postings	1	9	9	6	7	7	2	2	10	8			61
Insurance claims initiated	-	-	-	-	-	-	-	-	1	-			1
Lost time work incidents	-	-	-	-	-	-	-	-	-	-			-
Media coverage items	-	-	-	1	-	-	-	-	-	-			1
New hires	-	2	-	-	2	1	1	-	-	-			6
Press release	-	-	3	1	1	-	-	-	-	-			5
Public records request	-	-	-	-	-	-	-	-	1	-			1
Resignations	1	1	1	-	-	-	-	-	-	1			4
Retirements	-	-	-	-	-	-	1	-	-	-			1



October 2020	Plant Influent		ASP Effluent			Pond Effluent		
	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD (mg/L)	TSS (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD (mg/L)	TSS (mg/L)
1	247	188		6.76	4.3		14.5	24.4
2								
3								
4								
5								
6								
7								
8	277	192		9.26	3.2		20.7	30
9								
10								
11								
12								
13								
14								
15	218	240		6.69	2.6		14.1	40.4
16								
17								
18								
19								
20								
21								
22	251	266		9.3	4.5		17.7	44.4
23								
24								
25								
26								
27								
28								
29	300	238		10.2	3.4		17	34.8
30								
31			4.90			1.327		
<b>Average</b>	259	225	4.90	8.44	3.6	1.327	16.8	34.8
<b>Minimum</b>	218	188	4.90	6.69	2.6	1.327	14.1	24.4
<b>Maximum</b>	300	266	4.90	10.2	4.5	1.327	20.7	44.4

<b>Permit LIMITS</b>			25	30		40.0	49.0
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<b>Laboratory</b>	Collected (# of Samples)	340
	Analyzed (# of Tests)	749

Total Plant Discharge (Outfall)								
EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phthalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
45.2								
8.5								
	< 1.4	2.5	< 0.50	1.3	14	3.0	0.25	21
16.0								
14.8								
30.5								
19.4*	1.4	2.5	0.50	1.3	14	3.0	0.25	21
8.5	< 1.4	2.5	< 0.50	1.3	14	3.0	0.25	21
45.2	< 1.4	2.5	< 0.50	1.3	14	3.0	0.25	21
126	<0.01	25	9.0	5.9	4.3			



## Collection Services Task Summary Report for 2020

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls						3	2	3	3	6			17
F.O.G. Inspection - Completed	27	30	47	37	20	27	14	32	33	15			121
F.O.G. Inspection - Fail	-	-	-	-	-	-	-	1	1	-			2
F.O.G. Inspection - Pass	27	30	47	37	20	27	14	31	32	15			119
Hot spot cleaning (total)*						-	26	-	-	36			62
Lift station inspection						19	23	19	19	24			104
Manhole inspection						120	104	147	169	100			640
Sewer line CCTV (feet)						21,192	23,248	32,459	36,459	36,440			149,798
Sewer line cleaning (feet)						42,853	43,908	62,101	66,082	45,343			260,287
SSO Response - Cat 1						0	0	0	0	0			0
SSO Response - Cat 2						0	0	0	0	0			0
SSO Response - Cat 3						0	0	0	0	0			0
USA Markings						44	67	52	40	53			256

\*Note: Hot spot cleaning is performed quarterly



## VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

10-Nov-20

Plan Check in Progress  
Inspection in Progress  
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
A&J Nails TI	82151 Avenue 42, Ste 108	Plans submitted for TI of existing nail salon. Plans approved and notified the applicant. 8/12/20. Issued permit 3899 on 8/21/2020 Finaled 10/29/20.	No further action required
Abel Lupian Commercial Bldg.	45105 Commerce Street	Plans submitted for new commercial building. Completed 1st plan check and returned to the applicant 4/3/20.	Perform 2nd plan check upon plan resubmittal.
Albert Luna SFR Sewer Connection	46-161 Madison St/Mary Lane	Plans submitted for plan check. Completed 1st plan check and returned to applicant 10/19/20.	Perform 2nd plan check upon plan resubmittal.
Animal Samaritans - TI	42150 Jackson Street, Ste's 104-106	Plans submitted for building TI. Plans approved and returned to the applicant 2/4/2020. Issued permit 3874 on 2/28/2020.	Inspect work improvements as scheduled.
Arbys' Restaurant TI	82111 Avenue 42/Monroe Street	Plans submitted for TI of existing shell building. Plans approved and notified applicant 8/20/20. Issued permit 3911 in 10/14/20. Finaled 10/15/2020.	No further action required
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Cardenas Single Family Dwelling (SFD)	82266 Stallone Drive	Plans submitted for new SFD. Plans approved, notified the applicant 6/16/20.	Waiting for owner to process permit paperwork.
Carranza Residence -Additional Dwelling Unit	81-450 Palmyra Avenue	Plans submitted for additional dwelling unit. Plans approved and notified applicant 10/2/20. Issued permit 3907 on 10/5/20.	Inspect work improvements as scheduled.
Chandi Plaza	SW Corner of Indio Blvd/Avenue 44	Civil plans submitted for plan check. Completed 2nd plan check and notified applicant 9/30/20.	Perform 3rd plan check upon plan resubmittal.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20.	Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Building Restaurant Shell	81-977 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 10/22/20.	Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Car Wash	81-983 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20.	Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Convenience Store	81-965 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20.	Perform 2nd plan check upon plan resubmittal.
Chavez Tenant Improvement	45330 Jackson St/Civic Center	Plans submitted for TI of existing building. Demolition of interior walls and facilities. Completed 4th plan check and returned to the City 6/25/18. Issued permit 3755 on 7/9/18.	Inspect work improvements as scheduled.
Chipotle Mexican Grill TI	42213 Jackson Street, Suite 106	Plans submitted for TI of existing shell building. Plans approved and returned to applicant 7/16/20. Issued permit 3917 on 10/29/20.	Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Plans approved and returned to the applicant 3/17/2020.	Waiting for owner to process permit paperwork.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Completed 1st plan check and notified applicant 8/25/20.	Perform 2nd plan check upon plan resubmittal.
Demo Unlimited Storage Yard	83-845 Ave 45/Vam Buren St	Plans submitted for plan check. Completed 2nd plan check and returned to applicant 9/25/20. Plans approved and returned 10/13/2020.	Waiting for owner to submit Bonds before drafting agreement
Destiny Church	80250 Highway 111/Jefferson Street	Plans submitted for plan check.	In Queue
Donuts Bistro	82151 Avenue 42, Ste 104	Plans submitted for construction of new restaurant. Plans approved and returned to the City 8/28/19.	Waiting for owner to process permit paperwork.
Dunn Edwards Paint Store	81921 Hwy 111/Las Palmas	Plans submitted for new retail building. Plans approved and returned to applicant 4/13/20. Issued permit 3884 on 5/12/2020.	Inspect work improvements as scheduled.
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.

7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20.	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Plans approved and returned to the engineer 6/3/19. Bond and Development agreement in place. Waiting to receive recorded agreement.	Inspect work improvements as scheduled.
Fred Young (Villa Hermosa Apts Phase III)	83801 Dr. Carreon Blvd / West of Van Buren	Plans submitted for apts at Fred Young Farm Labor Dev. Plans approved and returned to the applicant 7/17/2019. Submitted revision to approved plans 9/16/20.	Perform plan check on revisions to approved plans
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 1/10/18. Completed 2nd plan check and returned to the Engineer 1/25/18. Plans approved 1/31/18.	Inspect work improvements as scheduled.
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
Gallery Links - 3	Indian Palms Country Club - Monroe/Avenue 48	Plans submitted for installation of 5 sewer laterals for new SFD. Plans approved and returned to the applicant 4/13/20.	Inspect work improvements as scheduled.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD. Plans approved and notified the applicant 5/7/20.	Waiting for owner to process permit paperwork.
Golden Corral Restaurant	Atlantic Ave/Caspian near Ave 42 and Jackson	Plans submitted for new restaurant building. Arch plans approved 6/12/20. Completed 1st plan check on civil plans and returned to the applicant 6/12/20.	Perform 2nd plan check upon plan resubmittal.
Habitat for Humanity SFD	43655 Towne Street	Received plans for the construction of a new home on vacant lot. Plans approved and returned to the applicant 3/11/20.	Waiting for owner to process permit paperwork.
Habitat for Humanity SFD	43689 Arabia Street	Received plans for the construction of a new home on vacant lot. Plans approved and returned to the applicant 3/11/20.	Waiting for owner to process permit paperwork.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19. Issued permit 3873 on 2/26/2020.	Inspect work improvements as scheduled.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.	Inspect work improvements as scheduled.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Completed 1st plan check and returned to the City 2/23/16. Completed 2nd plan check and returned to the applicant 6/8/2020.	Perform 3rd plan check upon plan resubmittal.
Indio Palms Sewer Main Extension( Street A)	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Plans approved and returned to engineer 5/10/18. Development agreement and Bonds in place.	Sewer Main Complete. Need recorded bond to release Bonds
Jackson Street Liquor Store	44350 Jackson Street/Ruby Avenue	Plans submitted existng building TI. Plans approved and returned to the City 4/29/19. Issued permit 3829 on 7/26/19.	Inspect work improvements as scheduled.
Jacqueline & Oscar Lua Residence	80-555 Ridgeback Court	Plans submitted for single family residence. Completed 1st plan check and notified applicant 8/25/20.	Perform 2nd plan check upon plan resubmittal.
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.
Kennedy School Bldg Additions	45100 Clinton Street	Plans submitted for new building additions. Completed 1st plan check and returned to the applicant 11/6/19. Plans approved check and returned to the applicant 2/3/2020. Issued permit 3875 on 2/28/2020.	Inspect work improvements as scheduled.
Maya Cinemas	82900 Avenue 42/Jackson Street	Plans submitted for construction of new building for theater. Completed 2nd plan check and returned to the City 10/16/19.	Perform 3rd plan check upon plan resubmittal.

7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
Mex-American Tax Services	44250 Monroe St./South of Indio Blvd	Plans submitted for an office addition, Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 225	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/8/19. Issued permit 3814 on 5/8/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3849 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 321	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 12/17/19. Issued permit 3863 on 12/30/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 328	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 5/5/20. Issued permit 3882 on 5/5/2020.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 6	Plans submitted for casita addition and storage building. Plans approved and notified applicant 7/7/20.	Inspect work improvements as scheduled.
Nargizyan Dental Group TI	81637 Highway 111, Suite 1-B	Plans submitted for TI of existing suite. Completed 1st plan check and returned to the City 7/1/19.	Perform 2nd plan check upon plan resubmittal.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 245	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/15/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 349	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/29/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 258	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/29/19. Issued permit 3850 on 10/29/19.	Inspect work improvements as scheduled.

**Monthly Capital Improvement Project Update - December 2020**

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Westward Ho Sewer Siphon Replacement Design and Construction	Carollo Engineers is currently working with VSD on the final design of a new sewer siphon that crosses the CVWD storm channel at Westward Ho Drive that will be below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Carollo Engineers is revising the submitted 50% design plans based on District comments.	\$1,325,000.00	\$331,038.00
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. Staff is currently working with Harris to prepare two projects for this fiscal year. The first project will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of construction a new sewer main within the alley between Salton and Flower Street and replace existing sewer within the alley between Salton and Sage Street. This is being done replace deficient sewer mains in the allies and alleviate service from businesses and residences with old laterals between Sage and Flower Street. Near term projects are in the early planning & design stages and will continue towards bidding and construction.	The Rehab Project #1 preconstruction meeting has been scheduled for December 3rd, 2020. VSD is currently out to bid for the CCTV Services project. Harris is currently preparing a preliminary design for the new sewer near Salton Street.	\$2,643,928.00	\$69,545.00
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, a sludge holding tank, and a sludge thickener building.	Schneider is currently gathering preliminary information and input from VSD staff in order to begin design of an additional bar screen and new grit chamber.	\$5,749,692.00	\$0.00
Influent Pump Station Rehabilitation	Stantec is assisting the District as an Owner's Representative for the rehabilitation of the influent pump station structure which is showing significant signs of deterioration. DCI and Dudek will act as the design-build team and Stantec will provide construction management services.	The project preconstruction meeting has been scheduled for December 4th, 2020.	\$1,200,000.00	\$16,965.50
New Training and Office Building	The District selected SGH Architects for the initial design of a new training and office building. As part of this initial design a schematic layout of the building will be determined along with an estimated construction cost. This building will provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings.	The architect is currently preparing a revised floor plan and conceptual cost estimate.	\$100,000.00	\$60,918.50
Van Buren Slope Protection	The slope along the south end of the District's property is being eroded during flooding events which is causing the posts of the chain link fence to become exposed and weakened.	The contractor is currently working on the second phase of the project.	\$250,000.00	\$38,403.75
Completion of Perimeter Fence Project	This project has been postponed due to the need for a design of the fence before construction. The location and terrain of the proposed fence is such that it will need design. Staff is limited with the number of projects already in process that have a higher priority than this project. Current night security patrol has limited the theft and damage of District property.	Project has not started.	\$280,000.00	\$0.00
Additional Parking and Landscaping	The District is need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping. This project has been selected as a team building group project for staff to work on. Staff will be developing a preliminary plan showing the layout of the parking spaces and drought tolerant garden.	Project is in preliminary design process.	\$250,000.00	\$0.00



**Monthly Capital Improvement Project Update - December 2020**

<b>Project Title</b>	<b>Project Description</b>	<b>Current Status</b>	<b>Fiscal Year Budget</b>	<b>Total Spent to Date</b>
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement.	Project has not started.	\$142,000.00	\$0.00
Recycled Water Main Extension	Staff would like to extend the secondary effluent pipeline system about 250 feet to the pond chlorine contact chamber to save significant potable water when cleaning the pond chlorine contact chamber. This will allow the use of secondary effluent water to be used to clean the chamber instead of potable water. This project has been in the budget for the second year. It has been on hold waiting for staff to have time to install the water main themselves.	Project has not started.	\$60,000.00	\$0.00

**VALLEY SANITARY DISTRICT  
BUDGET & FINANCE COMMITTEE MEETING MINUTES**

December 1, 2020

*Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.*

A regular Meeting of the Valley Sanitary District (VSD) Operations Committee was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, December 1, 2020.

**1. CALL TO ORDER**

Ron Buchwald called the meeting to order at 1:00 p.m.

1.1 Roll Call

Directors Present:

Debra Canero (via telephone), William Teague

Staff Present:

Ron Buchwald, Engineering Services Manager, Ian Wilson, Facility Operations Manager, Holly Gould

Guests:

Valeria Houchin, Schneider Electric, Brian Pottenger, Schneider Electric

1.2 Pledge of Allegiance

**2. PUBLIC COMMENT**

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

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None.

**3. DISCUSSION / ACTION ITEMS**

3.1 Assign Committee Chair

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Director Teague and Director Canero appointed Ron Buchwald as Chair of the Operations Committee.

3.2 Project Update: Reclaimed Water Project – Phase I

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Valerie Houchin of Schneider Electric gave a presentation to the committee on Phase I of the Reclaimed Water Project. She went over the seven (7) measures of the scopes of work and the financial considerations for the project. Phase I is the initial project of three phases that will allow VSD to be able to produce reclaimed water. This project will replace and improve some treatment structures and provide redundancy for other treatment structures so that we can eventually decommission the ponds which will

provide the needed area to construct additional treatment systems to be able to produce reclaimed water. Phase I is estimated to cost \$46-\$50 million and expected to be completed by early 2025.

### 3.3 Discuss Reclaimed Water Project – Phase II & III

Ron Buchwald gave an update to the committee on Phase II and III of the Reclaimed Water Project. Phase II will include the expansion of the sludge drying area and is estimated to cost about \$7.3 million. Phase III of the project will consist of upgrading the treatment plant to produce tertiary level of treatment effluent. The effluent will then be further treated to produce Title 22 or reclaimed water. Phase III is estimated to cost about \$55 million.

### 3.4 Discuss Whole Effluent Toxicity Update and Toxicity Reduction Evaluation Workplan

Ian Wilson updated the committee on the ongoing Whole Effluent Toxicity (WET) test results and the Toxicity Reduction Evaluation (TRE) workplan. As a requirement set forth in the current National Pollutant Discharge Elimination System (NPDES) permit, VSD is required to run quarterly WET tests. VSD had a “fail” on the first test of accelerated monitoring. This result initiated the implementation of the TRE workplan. Part of the TRE is the Toxicity Identification Evaluation (TIE). The results suggested that there is a potential for the polymers used in the biosolids dewatering process to cause toxicity. Staff also sent separate effluent samples from the pond and activated sludge plant. The results from those samples showed that the ponds are the significant source of the toxicity making it to the outfall. This information strengthens the suggestion that polymers are the source of toxicity. To mitigate the spread of the toxicity to the activated sludge plant, a change was made to waste the chlorine contact chamber to the ponds instead of the head of the plant. VSD has continued to sample for required WET testing to be conducted quarterly. Quarter 3 results were less toxic than quarter 2, but still resulted in a fail. Results for the Quarter 4 test are not available yet. The Regional Board has been notified of the steps taken along the way to help resolve the issue of toxicity in the outfall effluent and is waiting on VSD to resolve this toxicity issue before any determination is made on their part. Staff believes the Regional Board is satisfied with our efforts to date, but treatment plant modifications, violation(s) or additional testing may result at the conclusion of this process of resolving the toxicity issue.

## **4. FUTURE MEETING ITEMS**

The next Operations Committee meeting is scheduled for February 2, 2021 and will include an update on the Collection System Rehabilitation Project.

## **5. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:24 p.m. The next regular committee meeting will be held February 2, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District